



CITY OF SAN DIEGO
PROMOTIONAL OPPORTUNITY
Open To Current City of San Diego Employees Only
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#P2107 SENIOR MOTIVE SERVICE TECHNICIAN

***MONTHLY SALARY: \$3059 to \$3647**

***APPLICATION FILING PERIOD: FIRST DATE: September 21, 2007**

LAST DATE: October 24, 2007

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Persons may apply only once during this application filing period. Future application filing periods may be announced.

***THE POSITION:** Senior Motive Service Technicians lubricate, fuel, and service motive, industrial, and construction equipment; perform tune-ups; make minor repairs, replacements, and adjustments; order, build, install, inspect, repair, and replace tires; service and replace batteries; may assist in heavy equipment repair; drive a tow truck for field servicing operations; drive and operate a fuel truck; keep service records; perform preventive maintenance inspections; prepare basic reports; perform simple mathematical calculations; lead and train subordinate personnel; keep up to date on current enhancements in the field of Automotive Technology, and perform other duties as assigned.

REQUIREMENTS: You must meet the following requirement(s) by the last date to apply, unless otherwise indicated.

1. Two years of full-time motive service work. **OR**
2. An Associate Degree in Automotive Technology or Auto Mechanics **AND** one year of full-time motive service work. **(Proof of degree must be submitted at time of application.) OR**
3. Successful completion of a minimum of 600 hours of an accredited Automotive Service Training Program **AND** one year of full-time motive service work. **(Proof of program completion must be submitted at time of application.)**

NOTE: Motive service work experience must include **ALL** of the following: tire and battery servicing, vehicle lubrication, minor vehicle repair, **and** general maintenance on cars, trucks, or heavy equipment.

***LICENSE:** A valid California Class C Driver's License will be required at the time of hire. Positions in the Fire Apparatus and the Non-Safety Fleet of the Fleet Services Division will require a valid California Class B Driver's License with Hazardous Materials and Tank Endorsements, which must be obtained within three months of hire.

HIGHLY DESIRABLE QUALIFICATIONS:

1. Possession of a valid California Class A Driver's License.
2. Computer related experience as it relates to equipment maintenance programs.

NOTES:

1. For positions that require a California Class B Driver's License, California State Law requires all employees who operate, service, or repair commercial vehicles as part of their employment to submit to random drug and alcohol testing.
2. Prior to hire, former employers will be contacted regarding drug and alcohol testing results within the last year.
3. A 5% additional salary may be paid when an extended period of night or unusual shift work is required.
4. Senior Motive Service Technicians are eligible to receive additional pay for ASE certifications.

BACKGROUND INVESTIGATION: For positions in the Safety Light Fleet, selected candidates who are not currently working in the Safety Light Fleet will undergo a fingerprint check, a comprehensive character and background examination, and a polygraph (lie detector) examination, prior to appointment. False statements made in any step of the application, testing, and selection processes may be grounds for disqualification or immediate dismissal.

***HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to all questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, candidates will be contacted by the hiring department(s) for an interview.

***SUPPLEMENTAL QUESTIONS** – In Section 4 of the Standard Employment Application, you **MUST respond to the following numbered questions or your application will be rejected**. Read the directions on the application form carefully and be sure to follow all instructions.

Describe your experience and qualifications in each of the following areas: (Write “NONE” if you do **not** have any qualifications in a specific area)

1. Describe your experience in the building/installation of tires on heavy and light vehicles (specify types/sizes of tires and types of vehicles).
2. Describe your experience in vehicle lubrication and service (specify types of vehicles serviced and describe types of service work performed).
3. Describe your experience in minor vehicle repair (specify size/type of gasoline or diesel engines and describe types of repair work performed).
4. Describe your experience in the general repair work performed on cars, trucks, or heavy equipment (specify types of vehicles and work performed).
5. Do you have a valid Class C Driver’s license? If so, please list the license number and expiration date.
6. Do you have a valid Class B Driver’s license? If so, please list the license number, expiration date and specify the type(s) of endorsement(s) you have.

*TMP/June 23, 2000/*Rev. 8 (09-21-07)/Class 1450

• THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT •

“WORKING HARD TO KEEP SAN DIEGO WORKING” by providing “America’s Finest Service for America’s Finest City”

All City employees are expected to be courteous, knowledgeable, and prompt in all the services we extend to both internal and external customers.

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • “WORKING HARD TO KEEP SAN DIEGO WORKING”

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER